

PROJECTS TECHNICIAN

FLSA Code: E

Job Code: 3020

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate technical work involved with the review, design, construction and cost estimates of a variety of public utility capital projects; does related work as required. Work is performed under the general supervision of the Public Utilities Manager.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting project design/inspection engineer on public utilities projects; inspecting public improvement projects; preparing cost and material estimates; preparing and maintaining engineering records and files.

Prepares as project design/cost estimates on construction projects; inspects projects for conformance to construction plans and specifications; processes monthly pay estimates and recommends payments;
Prepares specifications and estimates costs for utility, street, storm drainage and related projects;
Prepares RFP's for engineering or construction services;
Prepares bid documents and construction specifications for department projects;
Conducts fire flow test analysis under supervision;
Arranges pre-bid and other contractor meetings;
Provides contractors and general public with technical information relating to engineering projects;
Engages in engineering research and assists in the preparation of contract papers and related materials, calculates costs and total project bid costs;
Maintains engineering files and records;
Provides technical assistance to parties planning land improvement and construction activities;
Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school supplemented by course work in engineering; thorough knowledge of modern principles and practices of civil and/or utilities engineering, erosion control and storm water management and the modern methods and techniques as applied to the construction and maintenance of public works or public utility facilities; thorough knowledge of land and engineering survey systems, methods and techniques and the principles, practices and techniques of engineering drafting; demonstrated ability to prepare technical reports in connection with municipal projects and to establish and maintain effective working relationships with associates, contractors, municipal officials and the general public. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.